



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-918

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Department of Planning and Zoning

DIVISION Environmental Planning

Item No.	Description	Retention
	This Schedule supercedes Schedule #C-780, dated October, 1996.	
1.	Agricultural and woodland preservation - executed agreements between county and/or state and property owners for agricultural and woodland districts and easements.	Retain permanently. Transfer to State Archives periodically.
2.	Minutes of meetings of county agricultural preservation board and state agricultural foundation; correspondence.	Retain permanently; transfer to State Archives periodically
3.	Maps, aerial photographs - aerial photos 1952, 1961, 1962, 1963, 1970, 1977, 1978, 1980, 1984, 1988, and comprehensive zoning maps.	Retain permanently; transfer to State Archives periodically.
4.	Watershed Program: A. Program development, goals, objectives & background materials. B. Completed watershed studies and plans not adopted, but utilized as policy.	Retain reports permanently; transfer to State Archives periodically. Retain background materials for five (5) years, then destroy. Retain studies permanently; transfer to State Archives periodically. Retain background information ten (10) years, then destroy.

Schedule Approved by
Records Management Officer

7/28/00
Date

[Signature]
Signature

Schedule Approved by
Chief Administrative Officer

8/7/00
Date

[Signature]
Signature

Schedule Approved by
Agency, or Division Representative

6-29-00
Date

[Signature]
Signature

Schedule Approved by
State Archivist

SEP 13 2001
Date

[Signature]
Signature

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
	C. Request for proposals, technical proposals, contracts, correspondence.	Retain five (5) years, then destroy.
	D. Water quality monitoring data and lab analyses; Citizens' instream and estuarine data and lab analyses and reports.	Retain reports permanently; transfer to State Archives periodically. Purge backup files annually, destroy all material no longer needed for current business.
5.	FCA/Tree Bill and Critical Area reforestation programs - reforestation plans, agreements, securities and correspondence.	Retain plans, agreements, securities and correspondence for five (5) years following security release. Then destroy.
6.	Historic and archaeological site evaluations-background and final reports.	Retain reports permanently, transfer to State Archives periodically. Retain backup ten (10) years, then destroy.
7.	Coastal Zone Grant Administration - grant applications, project status reports and invoices and reports.	Retain five (5) years following completion and acceptance of audit, then destroy.
8.	Environmental and waterway commissions--membership, correspondence, contracts, special studies and minutes.	Retain permanently; transfer to State Archives periodically.

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Records Management Officer

7/28/00
Date

Z. W. Parker
Signature

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Chief Administrative Officer

8/7/00
Date

J. L. Gorman
Signature

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Agency, or Division Representative

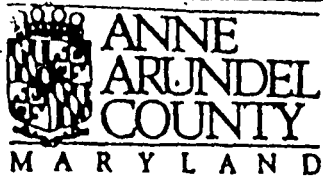
6-29-00
Date

John J. Gorman
Signature

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Date

Edward C. Papenfuss
Signature



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RECORDS RETENTION AND DISPOSAL SCHEDULE

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Item No.	Description	Retention
9.	Environmental Work Activities: A. Program and project development, correspondence, reports. B. Adopted/implemented plans, studies and reports.	Retain eight (8) years following project/program completion, then destroy. Retain permanently; transfer to State Archives periodically.
10.	Emergent grass applications, site analysis and correspondence related to shoreline grass plantings.	Retain eight (8) years, then destroy.

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Signature

J. K. Kram

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Agency or Division Representative

6-29-00

Signature

Deirdre D. Charnes

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SEP 13 2001

Date

Signature

Edward C. Papenfuss